

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 10/13/08	NUMBER 03.02.120
SUBJECT YOUTHFUL TRAINEES	SUPERSEDES 03.02.120 (06/01/08)	
	AUTHORITY MCL 762.11 et seq., 791.204	
	ACA STANDARDS NONE	
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POLICY STATEMENT:

The Department shall provide uniform standards for placement and management of prisoners incarcerated in a Department correctional facility pursuant to the Holmes Youthful Trainee Act (HYTA).

RELATED POLICY:

04.01.105 Reception Facility Services

POLICY:

- A. For purposes of this policy, a "trainee" is an offender incarcerated in a Department institution pursuant to HYTA.
- B. Pursuant to MCL 762.14, youthful trainee status is confidential and is not to be disclosed to the general public. However, the files of an offender under the jurisdiction of the Department pursuant to HYTA shall be open for inspection by personnel associated with state courts, the Department of Human Services, law enforcement agencies, and prosecuting attorneys for use in the performance of their duties. All records shall be retained and disposed of the same as that for other offender records, as set forth in the Department's Retention and Disposal Schedule.
- C. Each male trainee shall be received and incarcerated at the Thumb Correctional Facility (TCF). Each female trainee shall be received at the Scott Correctional Facility (SCF) but, after reception processing has been completed, shall be incarcerated at the Huron Valley Complex - Women (WHV). Trainees shall be accompanied by a copy of the Assignment to Youthful Trainee Status embossed with the appropriate county seal, which must be legible and include the term of incarceration. Electronically transmitted copies are not acceptable. Each trainee also shall be accompanied by copies of the Pre-Sentence Investigation Report as set forth in PD 06.01.140 "Pre-Sentence Investigation and Report".
- D. Each trainee shall be assigned a unique identification number. Commitment files shall be created upon intake for each trainee consistent with the requirements set forth in PD 01.04.130 "Prisoner Commitment Files". Corrections Management Information System (CMIS) files shall not be maintained; Offender Management Network Information System (OMNI) files shall be maintained in a manner which restricts general access and use.
- E. TCF and WHV Wardens shall ensure that the Central Time Computation Unit (CTCU) in the Central Records Section of the Operations Division, Correctional Facilities Administration, is notified whenever a trainee is received at their respective facilities. The CTCU shall complete and distribute a Basic Information Sheet (CSX-117) for each trainee received, which shall identify the date by which the trainee must be released based on the term of incarceration ordered by the court. If a minimum term is ordered by the court, that date also shall be reflected. Under no circumstances shall a trainee be incarcerated for longer than the maximum term of incarceration ordered by the court.
- F. Trainees shall be given the same opportunity as other prisoners to participate in academic, vocational, therapeutic, and recreational programming with the exception that a trainee is not eligible to participate in community based programs. Trainees shall be permitted to commingle with other prisoners for purposes of program participation and custodial management, but shall be housed only in housing units

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designated by the Warden. Trainees shall be subject to the same policies and rules which govern other prisoners, including those relating to misconduct, unless specifically stated otherwise in the policy or rule.

- G. Medical and dental services not available at TCF for male trainees or WHV for female trainees shall be provided by local community health care providers through the Bureau of Health Care Services. Trainees under 17 years of age receiving inpatient services shall be housed separately from prisoners, including other trainees, who are 17 years of age or older.
- H. The TCF and WHV Wardens shall designate a staff person at their respective institutions as the HYTA Coordinator. The HYTA Coordinator shall establish written program objectives for each trainee received at the institution. Programming provided to the trainee shall be consistent with those objectives. Objectives shall be revised as necessary.
- I. The HYTA Coordinator shall conduct a review of each trainee at least annually to evaluate the trainee's institutional adjustment, including progress toward meeting the trainee's established program objectives. If the trainee has demonstrated exceptional adjustment and the Coordinator believes that an early release from incarceration may be warranted, s/he shall prepare a formal evaluation of the trainee's institutional adjustment, including progress toward completing program objectives, along with a recommendation for early release.
- J. The HYTA Coordinator also shall complete a formal evaluation whenever a trainee's behavior might warrant revocation of trainee status. Examples of such behavior include serious or repeated misconducts, unmanageable behavior, refusal to participate in recommended programming, and escape or attempted escape.
- K. The HYTA Coordinator shall submit each formal evaluation, and any other information deemed relevant, to the Warden for review. If the Warden supports an early release or revocation of trainee status, s/he shall forward the evaluation to the Region III RPA for review and submission to the Administrator of the Office of Parole and Probation Services, Field Operations Administration (FOA), for review. After review of the evaluation and any other information deemed relevant, the Warden, Region III RPA, and Administrator of the Office of Parole and Probation Services shall determine whether to recommend to the court that it amend its original assignment to youthful trainee status to allow for the early release of the trainee or order revocation of trainee status, as appropriate.
- L. The appropriate Warden shall ensure that the CTCU is notified if the court orders an early release. The CTCU shall issue and distribute an amended Basic Information Sheet. The trainee shall be notified of the new release date. If the court orders revocation of trainee status, the Warden shall ensure that the trainee is processed for release to the court's jurisdiction.
- M. Not less than 30 calendar days prior to the end of a trainee's court ordered term of incarceration, the Record Office Supervisor shall ensure that a notice is sent to the court indicating the date the trainee will be released. This shall not be required if the court has ordered the trainee to be placed on probation after release. In such cases, the FOA Deputy Director or designee shall develop criteria to be followed for placement on probation.

PROCEDURES

- N. The WHV and TCF Wardens and the FOA Deputy Director shall ensure that operating procedures are developed as necessary to implement requirements set forth in this policy directive. Operating procedures shall be completed within 60 calendar days after the effective date of this policy directive. This includes ensuring that their existing operating procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed. Facility procedures shall not conflict with procedures issued by the Director.

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AUDIT ELEMENTS

- O. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist the WHV and TCF Wardens and the Administrator of the Office of Parole and Probation Services with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: PLC 10/07/08